

GROUP DAY CARE CENTER FIRE AND SAFETY CHECKLIST

Use of form: Use of this form meets the requirements of HFS 46.06(3)(c) and HFS 46.06(4)(j).

Instructions: Day care center personnel are to complete this form and post it in the center.

Name - Group Day Care Center	Year
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A. SMOKE DETECTOR / FIRE ALARM INSPECTION Enter date of weekly inspection.

Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
W	1											
e	2											
e	3											
k	4											

B. EVACUATION PRACTICE Enter monthly: Row 1 - date and time of practice (Dt/Tm); Row 2 - evacuation time (ET); Row 3 - fire (F) or tornado (T).

Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Dt/Tm												
ET												
F/T												

C. STAFF INSPECTION REPORT Enter date of monthly inspection.

Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
1. Exit passageways are clear.												
2. Exit lights are lit.												
3. Toilet room door locks are openable from outside; opening device is readily accessible.												
4. Protective electric plug receptacle covers in place.												
5. Extension cords not being used in place of permanent wiring.												
6. No more than 2 electric appliances plugged into any 1 wall outlet.												
7. Inside temperature is 67° or above.												
8. Evacuation plans written and posted.												
9. All flammable and dangerous materials are properly marked and stored.												
10. Nothing is stored under platforms, landings or stairs.												
11. Fireplaces, steam radiators and hot pipes are protected.												
12. Door to basement and/or furnace room is kept closed.												
13. Fire door self-closing device works.												
14. All extinguishers in place and unused.												
15. All staff know how to use fire extinguishers.												
16. Children 24 months of age or younger are restricted to floors having grade level exits.												
17. Emergency telephone numbers are posted.												

Name - Person Completing Form (Print)	SIGNATURE - Person Completing Form	Date Signed
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